

**NAVAL RESERVE PERSONNEL CENTER**  
**NAVRESPERSCEN EXISTS .....FOR YOU**

**Message from the Commanding Officer**

NAVRESPERSCEN maintains records and provides administrative services for Individual Ready Reservists (IRR), retired USNR and retired USN personnel. Additionally, the staff details the enlisted TAR community. We at NAVRESPERSCEN view the services we provide as our most important products. This handout is an attempt to serving you better by developing better communications.

**NAVAL RESERVE PERSONNEL CENTER**  
**4400 DAUPHINE STREET**  
**NEW ORLEANS, LA 70149-7800**

Commissioned in 1974, the Naval Reserve Personnel Center occupies the 5<sup>th</sup> deck of building 603 in the F. Edward Hebert Defense complex in New Orleans, LA. We work directly for Commander, Navy Personnel Command (COMNAVPERSCOM). Aside from being one of the largest record keeping facilities in the Navy (over 900,000 officer and enlisted service and health records), we provide a wide range of services to both staff and field activities, individual reservists, and retirees.

COMMERCIAL.....(504) 678-XXXX  
DSN.....678-XXXX  
AFTER 1600.....(504) 678-5464

**INFORMATION SYSTEMS DEPARTMENT**  
**CODE N1**

- Maintains the Local Area Network (LAN) and Personal Computer Systems. Responsible for configuration, management, upgrades and troubleshooting for all hardware and software components of the NAVRESPERSCEN Information Technology (IT) systems (504-678-6509) .
- Maintains the command Internet web page (504-678-1313) .

- Acts as liaison with the Commander, Navy Personnel Command (PERS-35) and the Naval Reserve Information Systems Office (NAVRESINFOSYSOFF) regarding the Inactive Manpower and Personnel Management Information System (IMAPMIS). Tracks all outstanding NAVRESPERSCEEN Data Processing Service requests (DPSRs) and trouble tickets submitted to NAVRESINFOSYSOFF for changes or problems related to IMAPMIS (504-678-5456).
- Serves as voting member of the IMAPMIS Configuration Control Board (504-678-0109).
- Acts as Information Systems Security Manager and Network Security Manager to ensure compliance with all Department of the Navy information systems and network security requirements (504-678-0242).

### **PERSONNEL SERVICES DEPARTMENT (N2)**

**DIRECTOR: CDR D. M. ROBERTSON  
(504) OR DSN 678-5112**

**ASSISTANT DIRECTOR: MS. C. FORTUNE  
(504) OR DSN 678-1452**

#### **ACCREDITATION DIVISION (N211 AND N212)**

**POC - MS. V. DEDEAUX (504) OR DSN 678-1764  
OR - MS C. MILLER (504) OR DSN 678-1825**

- Issues Notification of Eligibility for Retired Pay at Age 60 for Naval Reserve personnel.
- Monitors production and distribution of the Annual Retirement Point Records for reservists tracked in Navy Enlisted/Officer Participation System (NEOPS).

#### **RETIREMENTS AND SEPARATION BRANCH (N221)**

**POC - MR. D. RUMPZA - (504) OR DSN 678-5535**

- Verifies eligibility and processes retirements with pay and without pay for inactive Naval Reserve personnel. Establishes pay accounts on-line to Defense Finance and Accounting Service (DFAS) for with-pay retirements.
- Processes inactive reserve officer discharges and resignations.

**BENEFITS BRANCH (N222)**

**POC - MS. J. HANSEN - (504) OR DSN 678-1836**

- Processes Reserve Component Survivor Benefit Plan (RCSBP) elections, enrollments, and changes and initial annuity actions for all eligible Naval Reservists and former members as well as their survivors and family members.

**ENTITLEMENTS BRANCH (N223)**

**POC - MS. R. BAKER - (504) OR DSN 678-5500**

- Maintains and administers the Commissary Privilege Card program.
- Manages the Defense Enrollment Eligibility Reporting System (DEERS) database for all Fleet Reserve, Retired, Ready Reserve, Inactive Naval Reserve, former members and their family members.

**RESERVE PERSONNEL MANAGEMENT ASSISTANCE TEAM (N23)**

**POC - PNCS(AW) S. QUINN - (504) OR 678-1701**

- Provides training to Selected Reserve personnel concerning reserve programs, policies and procedures.
- Plans, schedules and performs assistance visits at Naval Reserve field activities and supporting PASS activities.
- Gives personalized training to key staff personnel.
- Compares activity reserve personnel accounting source documents against the RSTARS database and initiates/recommends corrective actions, as appropriate.

**PERSONNEL RECORDS DEPARTMENT**

**CODE N3**

- Audits, inventories and maintains a record tracking system of all service, health, and dental records received; conducts research and provides data to resolve disposition of unmatched records; determines and corrects missing or erroneous personnel data in IMAPMIS; provides technical expertise regarding service and medical record information for retired programs; conducts liaison with field activities.

- Acts as the Personnel Support Activity for the IRR: maintains field service and medical records of IRR members, Standby Reservists (S-1, S-2), and Temporary Disability Retired List (TDRL) personnel. Completes medical discharges when directed by COMNAVPERSCOM. Service records are being converted from paper to electronic format via Optical Imaging. The converted record is stored on the Electronic Military Personnel System (EMPRS). NAVRESPERScen has converted all onboard records and as new records are received they are converted to EMPRS.
- Provides information and services to all non-participating inactive Naval Reservists (IRR, S-1 and S-2), Fleet Reservists and all retirees and their dependents.
- For assistance, use the phone number below that corresponds with Social Security Number (last 2 digits):

**Customer Service, Branch 1: 00-49 504-678-5400 DSN 678-5400**  
**Customer Service, Branch 2: 50-99 504-678-5434 DSN 678-5434**  
**1-800-535-2699**

### **ENLISTED TAR DETAILING DEPARTMENT CODE N4**

- Assigns active duty enlisted personnel to manpower billets within the Training and Administration of Reserve (TAR) program.
- Provides counseling services to Enlisted TAR personnel on career matters.
- Controls assignment of qualified veterans, once approved for voluntary recall, to active duty in the enlisted TAR program.
- Controls "C" school quota requirements and funding for enroute schooling in conjunction with PCS orders. Please utilize extensions (COMM) **504-678-6210/504-678-1217** or (DSN) **678-XXXX**.

**MOBILIZATION AND PRE-TRAINED INDIVIDUAL  
MANPOWER MANAGEMENT DEPARTMENT  
CODE N5**

- Writes standards and procedures for and conducts mobilization of non-drilling individuals (IRR) and Active/Inactive Standby Reservists, Fleet Reservists and retired personnel (504-678-1858) .
- Coordinates and executes the IRR Annual Screening (504-678-1778/504-678-6490) .
- Provides for the retention and management of personnel within the IRR (504-678-5860/504-678-1262) .
- Provides toll-free counseling service to IRR members on career matters (1-800-535-2699), answered by recorder after hours/weekends.
- Processes Annual Training (AT) applications for IRR personnel (504-678-5397) .
- Provides technical guidance for 16 Selected Reserve Personnel Mobilization Teams (504-678-1858) .

**INTERESTED PERSONNEL ARE ENCOURAGED TO CALL  
ON THE TOLL-FREE LINE (1-800-535-2699)  
LOUISIANA RESIDENTS CALL COLLECT**